

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

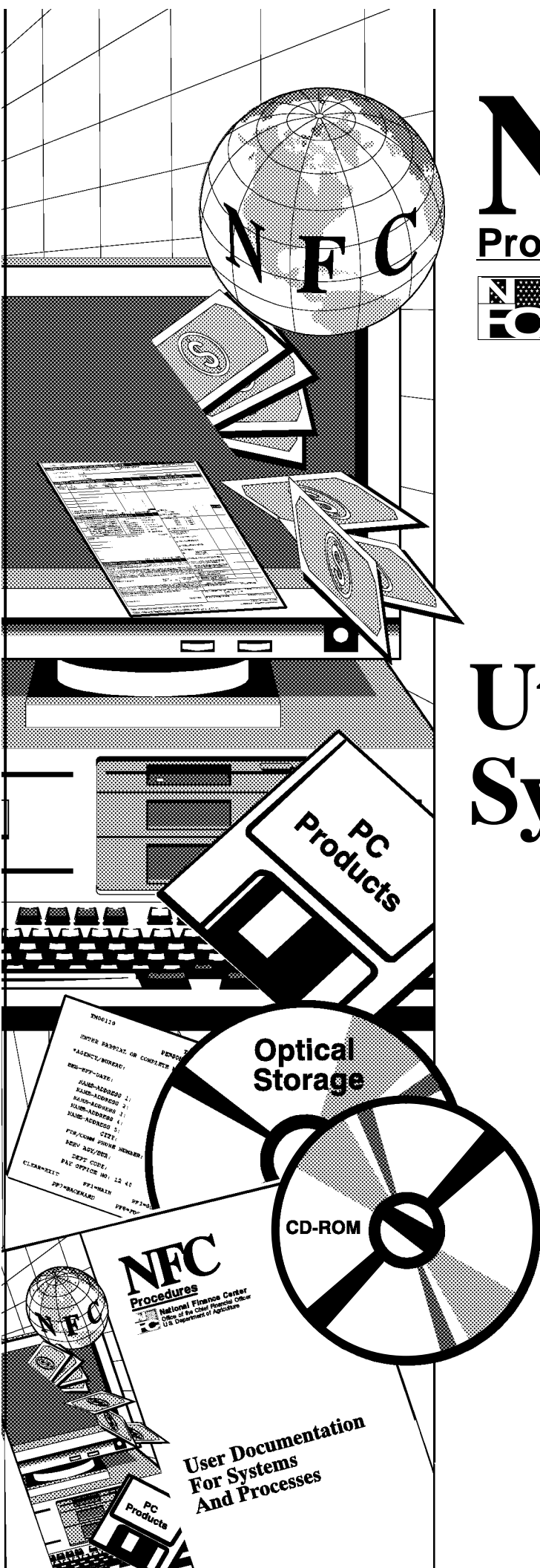
October 1997

Utility Vendors System (UTVN)

TITLE II
Voucher and Invoice Payments Manual

CHAPTER 3
Special Vendor Payments

SECTION 1
Utility Vendors System



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Voucher And Invoice Payments Manual
Special Vendor Payments
Utility Vendors System

Title II
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Section 1

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About This Procedure

This procedure provides instructions for completing forms used to process data for UTVN. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[System Overview](#) describes the processing of forms and provides related background information.

[Completion Instructions For Form AD-474](#) provides completion instructions for the Form AD-474, Transmittal-Telephone and Utilities.

[Exhibits](#) include illustrations such as examples of reports.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

- Block specifications are printed in italics. Example: **T/A Contact Point** (*required, numeric; 10 positions*).
- For date blocks, MMYT means that you should enter the date in month/year order, using leading zeros for single-digit months and days. Example: Enter the ending date for the service being deleted using the MMYT format (e.g., **1097** for October 1997).
- Data that you must enter exactly as shown is printed in **bold italics**. Example: Enter ***1*** to establish a new utility account.
- Emphasized text within a paragraph is printed in **bold**. Example: If total cost of the utility account is charged to one agency, mark the **Single Agency** box.
- Figure, exhibit, and appendix references link figures, exhibits, and appendixes with the text. These references are printed in a bold font as shown here. Example: Com-

plete the AD-474 (**Figure 1**) according to the following instructions:

- References to sections within the procedure are printed in bold as shown here. Example: (See **Who To Contact For Help**.)
- Important extra information is identified as a note. Example: **Note:** The numbers in the following instructions correspond to the block numbers indicated on the form.

Who To Contact For Help

Utility questions about processing documents for UTVN should be limited to urgent matters requiring immediate attention. Agencies should direct these questions to the Administrative Payments Branch, Miscellaneous Payments Section, at **504-255-4647**. Commercial utility vendors should direct processing questions to the Administrative Payments Branch, Miscellaneous Payments Section, at **1-800-421-0323**. To resolve these inquiries, inquiry technicians conduct research by accessing the UTVN history file. Questions that cannot be answered immediately will be researched and responded to within 5 days of receipt.

Agency inquiries that require lengthy research should be submitted in writing on a Form AD-354, Request for Special Information. Any documents that could assist in resolving the problem should be attached to the AD-354. Mail the AD-354 to following address:

Miscellaneous Payments Section
National Finance Center, USDA
P.O. Box 60000
New Orleans, LA 70160-0001

The inquirer should provide the following information when telephoning or writing to NFC:

- Utility account number
- Name and address of commercial utility vendor
- Period of service
- Amount of charge
- Agency code, accounting station, and unit code (for Forest Service)
- Name, location, and telephone number of caller

For detailed information about inquiry methods for accessing agency data, see Revision 5 of the Inquiry procedure, Title V, Chapter 1.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

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System Overview

This procedure provides instructions to agencies for using the Utility Vendors System (UTVN) for the payment of commercial utility bills for electric, gas, water, sewerage, and trash services. This procedure describes the process for preparing and submitting the Form AD-474, Transmittal-Telephone and Utilities, to establish and maintain utility accounts. The information from the AD-474 is then used by the National Finance Center (NFC) to pay the utility invoice from the commercial vendor.

Agencies submit the AD-474 to NFC immediately upon installation of service to ensure the account is established prior to receipt of the first billing. Paper AD-474's should be sent to NFC at the following address:

National Finance Center, USDA
P.O. Box 60000
New Orleans, LA 70160-0001

After reviewing the AD-474 for accuracy and completeness, NFC enters the document into UTVN to establish the name and mailing address of the vendor's office which is to receive the payment, name and address of the agency office receiving the service, the estimated monthly maximum bill amount allowed for service, and the accounting data to which the cost of the service is to be charged against.

As the responsible office for payments of agency utility bills, NFC maintains a master file of all utility accounts and matches the details established by agency offices to the utility company invoice before payment is processed. In order to make payment by the due date, vendors should submit billing invoices directly to NFC. Valid invoices are processed to generate disbursing and accounting records, update history files, and produce related reports.

Forms

The following form is used for UTVN documentation:

Form AD-474, Transmittal-Telephone and Utilities. Form AD-474 is used by agencies to submit to NFC information necessary to establish and maintain utility accounts in NFC's master file for the payment of commercial utility billings.

Caution: Form AD-474 was designed for establishing and maintaining accounts in UTVN as well as the Tele-

phone Vendors System (TELE); however, do not submit one form for both systems. Each system is maintained at NFC separately and requires its own Form AD-474.

Reports

The following UTVN reports are produced in accordance with agreements reached between NFC and the agencies. Accounting data on each commercial utility payment is provided to agency accounting stations to be used in the preparation of monthly accounting reports.

Note: Agencies are responsible for monitoring activities on their utility accounts. This is accomplished by reviewing and verifying information contained on the reports NFC mails to each contact point.

UTVN06 Report No. 01, Utilities-Semiannual Status Report (Exhibit 1). This report is mailed in January and July to the responsible contact point location that established the account. It contains identifying information, such as the utility vendor name and address, account number, service location, accounting codes, and the amount and date of the last payment made on behalf of the account. It is incumbent upon the agency to review this report thoroughly and notify NFC if an account needs to be updated or is no longer active. **Note:** Any errors discovered on this report should be corrected by completing and submitting an AD-474. (See [Updating Utility Account Information Other Than A Contact Point](#), [Updating A Contact Point](#), or [Deleting A Utility Account Number](#) for completion instructions.) The agency should also notify its local utility company to stop billing inactive accounts. If the accounts are in order, no response is required.

UTVN01 Report No. 01, Utility Transmittal Proof Report (Exhibit 2). This is a proof list generated each time an AD-474 is entered into UTVN. It is mailed to the submitting agency office for verification that the data on file is accurate. If an AD-474 is submitted to make a change, the action taken will be flagged on the Proof Report by an asterisk (*).

The submitting agency should review the report for accuracy. This report duplicates the data on NFC's account master file. Agencies should verify that this report agrees with their account records. The vendor's address shown on the report is the address where payment is sent. **Note:** Any errors discovered on this report should be corrected by completing and submitting an AD-474. (See [Updating Utility Account Information Other Than A Contact Point](#) or [Updating A Contact Point](#) for completion instructions.)

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Utility History Inquiry (Exhibit 3). The UTVN history inquiry report lists payments made to commercial utility companies as well as complete account identification from NFC's master file. It is designed to assist agency offices with controlling utility payments without the need to review actual invoices. It provides more detail than is provided on regular reporting registers. The payment information includes period of service, total net payment, service charges, credits, taxes, and arrearages.

The UTVN history inquiry report is provided only upon request. Agencies can obtain a 3-month utility history by calling the Miscellaneous Payments Section. (See [Who To Contact For Help](#) under [About This Procedure](#).) NFC personnel input the account number via online entry to receive a 3-month payment history. The payment information is then given to the telephone inquirer. Payment information that includes payments beyond 3 months should be requested in writing on the Form AD-354, Request for Special Information.

Responsibilities

Listed below are the responsibilities of the primary organizations involved in data processing and system maintenance for UTVN.

NFC:

- ❑ Provides agencies with UTVN01 Report No. 01, Utility Transmittal Proof Report, for AD-474 verification to ensure that the data in UTVN is accurate.
- ❑ Maintains a master file of all utility accounts and matches the details established by agency offices to the utility company invoice before payment is processed.
- ❑ Mails reporting to the agency contact point location responsible for monitoring the activities of the utility account. This includes UTVN06 Report No. 01, Utilities-Semiannual Status Report, which is generated in January and July to advise agencies of accounts that have been paid and payment amounts.
- ❑ Makes payments to utility companies for authorized billings by the due date.
- ❑ Obtains agency approval to pay bills that exceed agency-established maximum bill limits.
- ❑ Answers agency inquiries concerning status of utility accounts; furnishes agencies status reports and payment history reports upon request.

- ❑ Ensures that UTVN accounts are billed after the service is rendered.
- ❑ Publishes guidelines to assist offices in the proper preparation of the AD-474.
- ❑ Notifies agency offices of charges that require additional responsibility on the part of the agency.
- ❑ Provides financial reporting to management.

The Agency:

- ❑ Submits the AD-474 to NFC to establish, update, or delete utility account numbers.
- ❑ Assigns the contact point location number of the agency office responsible for monitoring the activities of its utility account.
- ❑ Reviews UTVN06 Report No. 01, Utilities-Semiannual Status Report, to verify charges and notify NFC if an account is no longer active and/or a bill for collection should be issued. The agency notifies its local utility company to stop billing the inactive account.
- ❑ Submits the AD-474 to delete inactive accounts.
- ❑ Submits the AD-474 immediately upon receipt of service. Ensures that the account is established in the UTVN master file prior to receipt of first billing charges.
- ❑ Instructs utility companies to submit billings directly to NFC for payment.
- ❑ Reviews UTVN01 Report No. 01, Utility Transmittal Proof Report, received from NFC; submits the AD-474 to correct errors that appear on the report.
- ❑ Reviews status reports and promptly notifies NFC via the AD-474 of any errors.
- ❑ Submits the AD-474 promptly to notify NFC of an increase or decrease in utility service that will affect the amount of the vendor's billing; indicates the new estimates in the **Maximum Bill Amount** column.
- ❑ Requests payment information and account status through NFC's Miscellaneous Payments Section at **504-255-4647**.
- ❑ Requests NFC to issue tax exemption certificates if requested by a utility supplier.

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General Processing Guidelines

The following guidelines are provided to assist agencies in the use of the AD-474 to establish, maintain, and delete account numbers in NFC's UTVN master file:

Prompt Payment of Vendor Invoices. Utility vendors operate under state tariffs that specify payment due date terms. Upon receipt and examination of the utility vendor invoice, NFC determines the payment due date provisions of the bill. These provisions provide for timely payment, which in turn provides better relationships with contractors, improved competition for Government business, and reduced costs to the Government for goods and services.

In an effort to ensure that these provisions are met, agencies must direct utility vendors to submit their billings directly to NFC. Agencies that cooperate in this matter will help to ensure timely payments to vendors without incurring late payment penalties.

T&A Contact Point. Agencies are responsible for assigning the correct contact point number to each utility account. NFC uses the contact point location to mail reports to agencies. Every utility account must be as-

signed the contact point location of the office or unit responsible for monitoring the activities of that account.

Meter Reading Cards. If the utility company requires an agency service location to complete a meter reading card, the agency must arrange to have the utility company submit the card directly to the service location and not to NFC. NFC will mail any incomplete meter reading card it receives to the contact point address assigned to the utility account.

If the agency service location completes the meter reading card and the utility company calculates the billing, the meter card must be returned directly to the utility company. Do not send this type of meter reading card to NFC.

If the agency service location completes the meter reading card and also shows the calculation of the payment, the meter card should be sent directly to NFC for payment. The agency must arrange to send a photocopy of the meter card to the utility company.

Note: Because of the automated payment system, NFC cannot be responsible for mailing completed meter reading cards to utility companies along with the payment.

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**Completion Instructions For Form AD-474,
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Establishing A Utility Account

To establish a utility account in NFC's UTVN master file, agencies must submit an AD-474 to NFC. Complete the AD-474 (**Figure 1**) according to the following instructions:

Note: The numbers in the following instructions correspond to the block numbers indicated on the form.

Section A – Identification

1. Check One (*required, checkbox; 1 position*). If cost is shared by more than one agency, mark the **Service Center** box. If total cost of the utility account is charged to one agency, mark the **Single Agency** box.

2. T/A Contact Point (*required, numeric; 10 positions*). Enter the contact point number assigned to the office or unit responsible for monitoring the activities of the account.

3. Document Number (*required, alphanumeric; 6 positions*). Enter **B** plus the 5-digit sequential number assigned by your office to identify the transmittal.

4. Action Code (*required, numeric; 1 position*). Enter **I** to establish a new utility account.

5. Acc. Number or Telephone No. (*required, alphanumeric; max. of 25 positions*). Enter the number issued by the vendor to identify the utility-related service. Make certain the number is entered consecutively, do not use dashes (e.g.,-).

6a. Suffix (*no entry*).

6b. Building Type (*required, checkbox; 1 position*). If the agency owns the building where the service is provided, mark the **Government Owned** box. If the agency leases the building where the service is provided, mark the **Leased** box.

7. GSA Geographical Location Code (*required, numeric; 9 positions*). Enter the GSA Worldwide Geographical Location Code for the state, city, and county where the utility service is located.

8. GSA Geographical Location Code Correction (*no entry*).

9. Acc. No. or Telephone No. Correction (*no entry*).

10. Effective Month (*no entry*).

Section B – Vendor

11. Name (*required, alphanumeric; max. of 35 positions*). Enter the name of the vendor that will receive payments. Use the vendor's full name (e.g., Central Louisiana Electric Company, Waste Management Inc.).

12. Address (*required, alphanumeric; max. of 35 positions*). Enter the street address of the vendor that will receive payments.

13. City (*required, alphanumeric; max. of 20 positions*). Enter the city of the vendor that will receive the payments.

14. State (*required, alpha; 2 positions*). Enter the state abbreviation of the vendor that will receive payments.

15. ZIP Code (*required, numeric; 5 positions*). Enter the ZIP Code of the vendor that will receive payments.

16. Vendor Identification (*no entry*).

Section C – Service Location

17. Name (*required, alphanumeric; max. of 35 positions*). Enter the name of the agency office receiving the service.

18. Address (*required, alphanumeric; max. of 35 positions*). Enter the street address of the agency office receiving the service.

19. City (*required, alphanumeric; max. of 20 positions*). Enter the city of the agency office receiving the service.

20. State (*required, alpha; 2 positions*). Enter the state abbreviation of the agency office receiving the service.

21. ZIP Code (*required, numeric; 5 positions*). Enter the ZIP code of the agency office receiving the service.

Section D – Service Description

22. Type Service (*required, alpha; 1 position*). Enter the appropriate code(s) for the type(s) of service(s) provided to the agency office. **Note:** Use multiple lines when entering more than one code. The following are Type Service codes:

E – indicates electric service

G – indicates gas service

W – indicates water service

T – indicates trash service

S – indicates sewerage service

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UNITED STATES DEPARTMENT OF AGRICULTURE																																																							
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FORM AD - 474 (REV. 1/82)

Figure 1. Form AD-474 (Establishing A Utility Account For Electric And Gas Services) (sample)

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Section D – Service Description (cont'd)

23. Action Code (*required, numeric; 1 position*). Enter **I** to add a type service code to the utility account. Make certain **I** is entered for each corresponding type service code entered in Block 22.

24. Service Date (*required, numeric; 1 position*). Enter the beginning service date using the MMY format (e.g., **0797** for July 1997).

25. Rate Table (*required, alpha; 1 position*). If a special rate table is to be used for the utility service, enter **Y**. A copy of the rate must be attached to the AD-474. **Note:** A special rate is a rate other than that on a public service commission schedule or its equivalent. If no special rate applies, enter **N**.

26. Billing Cycle (*required, alpha; max. of 2 positions*). Enter one of the following billing frequency codes:

- BM** – bimonthly
- M** – monthly
- SM** – semimonthly
- Q** – quarterly
- SA** – semiannually
- A** – annually

27. Maximum Bill Amount (*required, alphanumeric; max. of 12 positions*). Enter the highest estimated bill amount for any one bill that would be received during the year. Round to the nearest dollar – do not include an amount for cents. Gas service requires two estimates: April through September coded **S** and October through March coded **W** (e.g., **W1000S500** for a winter estimate of \$1,000 and a summer estimate of \$500).

Section E – Miscellaneous

28. State or Local Tax (*required, alpha; 1 position*). Agencies are responsible for determining tax exempt status of an account. If a tax is payable, enter **Y**. If no tax is payable, enter **N**. The agency must inform the utility company billing office when taxes are not to be billed.

29. Anticipated Bill Adj. (*conditional, numeric; max. of 7 positions*). Enter anticipated bill adjustments for

any significant nonrecurring charges or credits that will appear on a bill, such as installation charges. Enter + for a charge or – for a credit, followed by the amount.

30. Refundable Deposits (*optional, numeric; max. of 7 positions*). Enter the total amount of refundable deposits, including cents.

31. Customer ID (*no entry*).

Section F – Accounting Classification

A, B, C, D, and E (*required, alphanumeric; max. of 35 positions*). Enter the agency-assigned management or accounting classification code in the format specified by your agency. **Note:** A maximum of 10 lines of accounting may be added.

Dist. Ratio (*required, numeric; max. of 3 positions*). Enter the percentage (whole numbers) of distribution for each line of accounting. The total must equal 100 percent.

Fund Code (*required, alphanumeric; 2 positions*). Enter the NFC-assigned fund code. If **Service Center** is checked in Block 1, the fund code must be shown on every line of accounting. If **Single Agency** is checked in Block 1, the fund code should only be shown on the first line of accounting.

F/S Unit (*required for the Forest Service only, numeric; 2 positions*). If Forest Service, enter the 2-digit unit code.

Signature (*required*). The person authorized to submit the form to NFC must sign his/her name.

Phone (*required, numeric; 10 positions*). The person authorized to submit the form to NFC must enter his/her telephone number.

Date (*required*). The person authorized to submit the form to NFC must enter the date the form is submitted.

Mail the completed form to:

National Finance Center, USDA
P.O. Box 60000
New Orleans, LA 70160-0001

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Updating Utility Account Information Other Than A Contact Point

To update utility account information other than a contact point, agencies must submit an AD-474 to NFC. Updating consists principally of the current data overlaid with the new data. Complete the AD-474 (**Figure 2**) according to the following instructions:

Note: The numbers in the following instructions correspond to the block numbers on the form. Blocks 2, 3, 4, 5, 7, 10, and the Signature, Phone, and Date blocks must be completed before updated information is entered in the remaining blocks. After completing the required blocks, complete only the blocks that will contain the updated information. Refer to the completion instructions in [Establishing A Utility Account](#) to complete the blocks under Sections B, C, E, and F.

Section A – Identification

2. T/A Contact Point (*required, numeric; 10 positions*). Enter the contact point number assigned to the account.

3. Document Number (*required, alphanumeric; 6 positions*). Enter **B** plus the 5-digit sequential number assigned by your office to identify the transmittal.

4. Action Code (*required, numeric; 1 position*). Enter **2** to update account information other than a contact point.

5. Acc. Number or Telephone No. (*required, alphanumeric; max. of 25 positions*). Enter the number assigned to the utility-related service. Make certain the account number is entered consecutively, do not use dashes (e.g.,-).

7. GSA Geographical Location Code (*required, numeric; 9 positions*). Enter the GSA Worldwide Geographical Location Code assigned to the account.

8. GSA Geographical Location Code Correction (*conditional, numeric; 9 positions*). If the GSA Geographical Location Code needs to be updated, enter the updated code assigned to the account. If the code remains the same, do not complete this block.

9. Acc. No. or Telephone No. Correction (*conditional, alphanumeric; max. of 25 positions*). If the utility account number needs to be updated, enter the updated account number assigned to the utility-related service. Make certain the account number is entered

consecutively, do not use dashes (e.g.,-). If the account number remains the same, do not complete this block.

10. Effective Month (*required, numeric; 2 positions*). Enter the effective month of the change (e.g., **08** for August).

Section B – Vendor

This section is completed only when vendor address information needs to be updated.

Section C – Service Location

This section is completed only when service location address information needs to be updated.

Section D – Service Description

22. Type Service (*conditional, alpha; 1 position*). If Blocks 23, 24, 26, or 27 need to be completed, enter the applicable type service code for the service (e.g., gas or water) that will be affected. **Note:** Use multiple lines when entering more than one code. The following are type service codes:

- E** – indicates electric service
- G** – indicates gas service
- W** – indicates water service
- T** – indicates trash service
- S** – indicates sewerage service

23. Action Code (*conditional, numeric; 1 position*). If any of the blocks under Section D need to be completed, enter the applicable action code. Refer to the following completion instructions:

- To add a service (e.g., gas or water) to an existing utility account, enter **1**. Complete Blocks 22, 24, 25, 26, and 27 when Action Code 1 is entered in Block 23.
- To update information contained in Blocks 26 and 27, enter **2**. Complete Block 22 when Action Code 2 is entered in Block 23.
- To delete a service (e.g., gas or electric) from a utility account that will remain active, enter **3**. Complete Blocks 22 and 24 when Action Code 3 is entered in Block 23. (See **Figure 3** for a sample AD-474.)

24. Service Date (*conditional, numeric; 1 position*). If Action Code 3 was entered in Block 23, enter the ending date for the service being deleted using the MMY format (e.g., **0997** for September 1997).

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UNITED STATES DEPARTMENT OF AGRICULTURE TRANSMITTAL - TELEPHONE AND UTILITIES													
A IDENTIFICATION													
1 (Check One) (1) <input type="checkbox"/> Service Center <input type="checkbox"/> Single Agency		2 T/A CONTACT POINT (10) 0000000000		3 DOCUMENT NUMBER (6) B00001		4 ACTION CODE (1) 2		5 ACC. NUMBER (25) OR TELEPHONE NO. (10) 000000000000000000000000			6A SUP-FIX (2)		
											6B BUILDING TYPE (1) (Check One) <input type="checkbox"/> Government Owned <input type="checkbox"/> Leased		
7 GSA GEOGRAPHICAL LOCATION CODE (9) 000000000				8 GSA GEOGRAPHICAL LOCATION CODE CORRECTION (9) 111111111		9 ACC. NO. (25) OR TELEPHONE NO. (10) CORRECTION 22222222222222222222222222222222				10 EFFECTIVE MONTH (2) 08			
B VENDOR						C SERVICE LOCATION							
11 NAME (35)						17 NAME (35)							
12 ADDRESS (35)						18 ADDRESS (35)							
13 CITY (20)			14 STATE (2)		15 ZIP CODE (5)		19 CITY (20)			20 STATE (2)		21 ZIP CODE (5)	
16 VENDOR IDENTIFICATION (9)													
D SERVICE DESCRIPTION													
22 TYPE SERVICE 1		23 ACTION CODE 1		24 SERVICE DATE 4		25 RATE TABLE 1		26 BILLING CYCLE 2		27 MAXIMUM BILL AMOUNT 12			
E MISCELLANEOUS													
28 STATE OR LOCAL TAX (1)		29 ANTICIPATED BILL ADJ. (7)		30 REFUNDABLE DEPOSITS (7)				31 CUSTOMER ID (8)					
F ACCOUNTING CLASSIFICATION													
FIN PROJ	CLASS CODE	STATE CHARGED	STATE WORKED	AREA	FIELD OFFICE	FIPS CITY CODE	PROJECT NUMBER		SCS		FUND CODE	F/S UNIT	
APPRN	STATE	ACCOUNT		FUNCTION	SUB-FUNCTION	SUB-UNIT	PROJECT NUMBER		FS				
A 5		B 10		C 5		D 4	E 1 4 1 2		DIST RATIO 100		2	2	
11111		1111111111									XX		
SIGNATURE <i>John Smith</i>						PHONE (Area Code and Number) 000 000 0000			FTS COMM		DATE 08/11/97		

FORM AD - 474 (REV. 1/82)

Figure 2. Form AD-474 (Updating A Geographical Location Code, Account Number, And Accounting) (sample)

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UNITED STATES DEPARTMENT OF AGRICULTURE TRANSMITTAL - TELEPHONE AND UTILITIES											
A IDENTIFICATION											
1 (Check One) (1) <input type="checkbox"/> Service Center <input type="checkbox"/> Single Agency		2 T/A CONTACT POINT (10) 0000000000		3 DOCUMENT NUMBER (6) B00002		4 ACTION CODE (1) 2		5 ACC. NUMBER (25) OR TELEPHONE NO. (10) 22222222222222222222222222222222		6A SUP-FIX (2)	
7 GSA GEOGRAPHICAL LOCATION CODE (9) 111111111				8 GSA GEOGRAPHICAL LOCATION CODE CORRECTION (9)		9 ACC. NO. (25) OR TELEPHONE NO. (10) CORRECTION				6B BUILDING TYPE (1) (Check One) <input type="checkbox"/> Government Owned <input type="checkbox"/> Leased	
										10 EFFECTIVE MONTH (2) 09	
B VENDOR						C SERVICE LOCATION					
11 NAME (35)						17 NAME (35)					
12 ADDRESS (35)						18 ADDRESS (35)					
13 CITY (20)			14 STATE (2)		15 ZIP CODE (5)		19 CITY (20)			20 STATE (2) 21 ZIP CODE (5)	
16 VENDOR IDENTIFICATION (9)											
D SERVICE DESCRIPTION											
22 TYPE SERVICE		23 ACTION CODE		24 SERVICE DATE		25 RATE TABLE		26 BILLING CYCLE		27 MAXIMUM BILL AMOUNT	
1		1		4		1		2		12	
E		3		0997							
E MISCELLANEOUS											
28 STATE OR LOCAL TAX (1)			29 ANTICIPATED BILL ADJ. (7)			30 REFUNDABLE DEPOSITS (7)			31 CUSTOMER ID (8)		
F ACCOUNTING CLASSIFICATION											
FIN PROJ	CLASS CODE	STATE CHARGED	STATE WORKED	AREA	FIELD OFFICE	FIPS CITY CODE	PROJECT NUMBER		SCS	FUND CODE	F/S UNIT
APPRN	STATE	ACCOUNT		FUNCTION	SUB-FUNCTION	SUB-UNIT	PROJECT NUMBER		FS		
A		B		C		D	E		DIST RATIO		
5		10		5 3		4	1 4 1 2		3	2	2
SIGNATURE <i>John Smith</i>						PHONE (Area Code and Number) 000 000 0000		DATE 09/15/97			
						FTS COMM					

FORM AD - 474 (REV. 1/82)

Figure 3. Form AD-474 (Deleting Electric Service From A Utility Account That Will Remain Active) (sample)

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25. Rate Table (*conditional, alpha; 1 position*). If a special rate table is to be used for the utility service, enter **Y**. A copy of the rate must be attached to the AD-474. **Note:** A special rate is a rate other than that on a public service commission schedule or its equivalent. If no special rate applies, enter **N**.

26. Billing Cycle (*conditional, alpha; max. of 2 positions*). If billing cycle information needs to be updated, enter one of the following billing frequency codes:

- BM** – bimonthly
- M** – monthly
- SM** – semimonthly
- Q** – quarterly
- SA** – semiannually
- A** – annually

27. Maximum Bill Amount (*conditional, alphanumeric; max. of 12 positions*). If the maximum bill amount needs to be updated, enter the highest estimated bill amount for any one bill that would be received during the year. Round to the nearest dollar – do not include an amount for cents. Gas service requires two estimates: April through September coded **S** and

October through March coded **W** (e.g., **W1000S500** for a winter estimate of \$1,000 and a summer estimate of \$500).

Section E – Miscellaneous

This section is completed only when miscellaneous information needs to be updated.

Section F – Accounting Classification

This section is completed only when accounting information needs to be updated.

Signature (*required*). The person authorized to submit the form to NFC must sign his\her name.

Phone (*required, numeric; 10 positions*). The person authorized to submit the form to NFC must enter his/her telephone number.

Date (*required*). The person authorized to submit the form to NFC must enter the date the form is submitted.

Mail the completed form to:

National Finance Center, USDA
P.O. Box 60000
New Orleans, LA 70160-001

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Updating A Contact Point

To update contact point information, agencies must submit an AD-474 to NFC. Updating consists principally of the current data overlaid with the new data. Complete the AD-474 (**Figure 4**) according to the following instructions:

Note: The numbers in the following instructions correspond to the block numbers indicated on the form. Blocks 2, 3, 4, 5, 7, 10, and the Signature, Phone, and Date blocks are the only blocks that must be completed. However, if the accounting code and contact point need to be updated simultaneously, enter the updated accounting information in the columns provided in Section F. If the accounting code remains the same, do not complete the columns in Section F.

Section A – Identification

2. T/A Contact Point (*required, numeric; 10 positions*). Enter the updated contact point number of the office or unit responsible for monitoring the activities of the account.

3. Document Number (*required, alphanumeric; 6 positions*). Enter **B** plus the 5-digit sequential number assigned by your office to identify the transmittal.

4. Action Code (*required, numeric; 1 position*). Enter **4** to update the contact point number.

5. Acc. Number or Telephone No. (*required, alphanumeric; max. of 25 positions*). Enter the number assigned to the utility service. Make certain the number is entered consecutively, do not use dashes (e.g., -).

7. GSA Geographical Location Code (*required, numeric; 9 positions*). Enter the GSA Worldwide Geographical Location Code assigned to the account.

10. Effective Month (*required, numeric; 2 positions*). Enter the effective month of change (e.g., **10** for October).

Section F – Accounting Classification

A, B, C, D, and E (*conditional, alphanumeric; max. of 35 positions*). If the accounting code and contact point need to be updated simultaneously, enter the agency-assigned management or accounting classification code in the format specified by your agency. **Note:** A maximum of 10 lines of accounting may be added. If the accounting code remains the same, do not complete the columns in Section F.

Dist. Ratio (*conditional, numeric; max. of 3 positions*). If an accounting code was entered in Columns A, B, C, D, or E, enter the percentage (whole numbers) of distribution for each line of accounting. The total must equal 100 percent.

Fund Code (*conditional, alphanumeric; 2 positions*). If an accounting code was entered in Columns A, B, C, D, or E, enter the NFC-assigned fund code.

F/S Unit (*for Forest Service use only, conditional, numeric; 2 positions*). If agency is Forest Service and an accounting code was entered in Columns A, B, C, D, or E, enter the 2-digit unit code in the column provided.

Signature (*required*). The person authorized to submit the form to NFC must sign his/her name.

Phone (*required, numeric; 10 positions*). The person authorized to submit the form to NFC must enter his/her telephone number.

Date (*required*). The person authorized to submit the form to NFC must enter the date the form is submitted.

Mail the completed form to:

National Finance Center, USDA
P.O. Box 60000
New Orleans LA 70160-0001

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UNITED STATES DEPARTMENT OF AGRICULTURE TRANSMITTAL - TELEPHONE AND UTILITIES											
A IDENTIFICATION											
1 (Check One) (1) <input type="checkbox"/> Service Center <input type="checkbox"/> Single Agency		2 T/A CONTACT POINT (10) 8888888888		3 DOCUMENT NUMBER (6) B00003		4 ACTION CODE (1) 4		5 ACC. NUMBER (25) OR TELEPHONE NO. (10) 22222222222222222222222222222222		6A SUP-FIX (2)	
7 GSA GEOGRAPHICAL LOCATION CODE (9) 111111111				8 GSA GEOGRAPHICAL LOCATION CODE CORRECTION (9)		9 ACC. NO. (25) OR TELEPHONE NO. (10) CORRECTION				10 EFFECTIVE MONTH (2) 10	
B VENDOR						C SERVICE LOCATION					
11 NAME (35)						17 NAME (35)					
12 ADDRESS (35)						18 ADDRESS (35)					
13 CITY (20)			14 STATE (2)		15 ZIP CODE (5)		19 CITY (20)			20 STATE (2) 21 ZIP CODE (5)	
16 VENDOR IDENTIFICATION (9)											
D SERVICE DESCRIPTION											
22 TYPE SERVICE 1		23 ACTION CODE 1		24 SERVICE DATE 4		25 RATE TABLE 1		26 BILLING CYCLE 2		27 MAXIMUM BILL AMOUNT 12	
E MISCELLANEOUS											
28 STATE OR LOCAL TAX (1)		29 ANTICIPATED BILL ADJ. (7)		30 REFUNDABLE DEPOSITS (7)				31 CUSTOMER ID (8)			
F ACCOUNTING CLASSIFICATION											
FIN PROJ	CLASS CODE	STATE CHARGED	STATE WORKED	AREA	FIELD OFFICE	FIPS CITY CODE	PROJECT NUMBER		SCS	FUND CODE	F/S UNIT
APPRN	STATE	ACCOUNT		FUNCTION	SUB-FUNCTION	SUB-UNIT	PROJECT NUMBER		FS		
A 5		B 10		C 5 3		D 4	E 1 4 1 2		DIST RATIO 3	2	2
SIGNATURE <i>John Smith</i>						PHONE (Area Code and Number) 000 000 0000		DATE 10/03/97			
						FTS		COMM			

FORM AD - 474 (REV. 1/82)

Figure 4. Form AD-474 (Updating A Contact Point) (sample)

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Deleting A Utility Account Number

To delete a utility account number from NFC's UTVN master file, agencies must submit an AD-474 to NFC. Agencies must also inform their local utility companies to stop billing utility accounts that are no longer active. Complete the AD-474 (**Figure 5**) according to the following instructions:

Note: The numbers in the following instructions correspond to the block numbers indicated on the form. Blocks 2, 3, 4, 5, 7, 24, and the Signature, Phone, and Date blocks are the only blocks that must be completed, do not complete the other blocks.

Section A – Identification

2. T/A Contact Point (*required, numeric; 10 positions*). Enter the contact point assigned to the account.

3. Document Number (*required, alphanumeric; 6 positions*). Enter **B** plus the 5-digit sequential number assigned by your office to identify the transmittal.

4. Action Code (*required, numeric; 1 position*). Enter **3** to delete the utility account.

5. Acc. Number or Telephone No. (*required, alphanumeric; max. of 25 positions*). Enter the number

assigned to the utility-related service. Make certain the account number is entered consecutively, do not use dashes (e.g., -).

7. GSA Geographical Location Code (*required, numeric; 9 positions*). Enter the GSA Worldwide Geographical Location Code assigned to the account.

Section D – Service Description

24. Service Date (*required, numeric; 4 positions*). Enter the ending date for the service being deleted using the MMY format (e.g., **1097** for October 1997).

Signature (*required*). The person authorized to submit the form to NFC must sign his/her name.

Phone (*required, numeric; 10 positions*). The person authorized to submit the form to NFC must enter his/her telephone number.

Date (*required*). The person authorized to submit the form to NFC must enter the date the form is submitted.

Mail the completed form to:

National Finance Center, USDA
P.O. Box 60000
New Orleans LA 70160-0001

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UNITED STATES DEPARTMENT OF AGRICULTURE TRANSMITTAL - TELEPHONE AND UTILITIES												
A IDENTIFICATION												
1 (Check One) (1) <input type="checkbox"/> Service Center <input type="checkbox"/> Single Agency		2 T/A CONTACT POINT (10) 8888888888		3 DOCUMENT NUMBER (6) B00004		4 ACTION CODE (1) 3		5 ACC. NUMBER (25) OR TELEPHONE NO. (10) 22222222222222222222222222222222		6A SUP-FIX (2)		
7 GSA GEOGRAPHICAL LOCATION CODE (9) 111111111				8 GSA GEOGRAPHICAL LOCATION CODE CORRECTION (9)		9 ACC. NO. (25) OR TELEPHONE NO. (10) CORRECTION				10 EFFECTIVE MONTH (2)		
B VENDOR						C SERVICE LOCATION						
11 NAME (35)						17 NAME (35)						
12 ADDRESS (35)						18 ADDRESS (35)						
13 CITY (20)			14 STATE (2)		15 ZIP CODE (5)		19 CITY (20)			20 STATE (2) 21 ZIP CODE (5)		
16 VENDOR IDENTIFICATION (9)												
D SERVICE DESCRIPTION												
22 TYPE SERVICE 1		23 ACTION CODE 1		24 SERVICE DATE 4 1097		25 RATE TABLE 1		26 BILLING CYCLE 2		27 MAXIMUM BILL AMOUNT 12		
E MISCELLANEOUS												
28 STATE OR LOCAL TAX (1)		29 ANTICIPATED BILL ADJ. (7)		30 REFUNDABLE DEPOSITS (7)				31 CUSTOMER ID (8)				
F ACCOUNTING CLASSIFICATION												
FIN PROJ	CLASS CODE	STATE CHARGED	STATE WORKED	AREA	FIELD OFFICE	FIPS CITY CODE	PROJECT NUMBER		SCS		FUND CODE	F/S UNIT
APPRN	STATE	ACCOUNT		FUNCTION	SUB-FUNCTION	SUB-UNIT	PROJECT NUMBER		FS			
A 5		B 10		C 5 3		D 4	E 1 4 1 2		DIST RATIO 3		2	2
SIGNATURE <i>John Smith</i>						PHONE (Area Code and Number) 000 000 0000			DATE 10/10/97			
						FTS			COMM			

FORM AD - 474 (REV. 1/82)

Figure 5. Form AD-474 (Deleting A Utility Account Number) (sample)

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Exhibits

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Exhibit 2

UTVN01 Report No. 01, Utility Transmittal Proof Report

USDA NATIONAL FINANCE CENTER										PAGE 1
UTILITY TRANSMITTAL PROOF REPORT										
ACCOUNTABLE		NON SERVICE CENTER		SUFFIX		BATCH NUMBER		FOR NFC USE ONLY		
AGENCY VOUCHER OFFICE		ACCOUNT NUMBER				SEQUENCE		R&A CODE		
00-00-0000-00		000000				000000000		12		
						(PREVIOUS) 0000 0 0000		2		
ACTION DESCRIPTION										
2		ACCOUNT CHANGED - * DENOTES FIELD CHANGED		DOCUMENT NUMBER		BLDG TYPE		* GSA GEOGRAPHICAL LOCATION		
				B00001		G		00-0000-000		
SERVICE LOCATION										
GOLCONDA CCC		STAFF QUARTERS		VENDOR ID		PAYMENT ADDRESS				
GOLCONDA		IL 62938		SOUTHEASTERN ILLINOIS ELEC. COOP INC		P O BOX 251				
				EL DORADO		IL 62930				
TYPE SERVICE										
ELECTRIC		10/81		END DATE		RATE TABLE		BILL CYCLE		
								M		
								239		
MAXIMUM BILL AMOUNT										
ANTICIPATED										
TAXES		BILL ADJUSTMENT		DEPOSIT		FUND		ACCOUNTING		
						* CODE		* AGENCY		
						* STATION		* ACCOUNTING CLASSIFICATION		
								* DISTRIBUTION		
NO		.00		.00		X8		11		
								1612		
								000000000000000		
								100%		
GOLCONDA JOB CORPS CCC										
ROUTE 1 BOX 104A										
GOLCONDA IL 62938										
USDA WFC SHALL										

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Exhibit 3

Utility History Inquiry

UT02	UTILITY VENDORS		PAYMENT INFORMATION		DATE: 00/00/00
VENDOR/ACCOUNT NUMBER: 000					TIME: 01:52 PM
V E N D O R			ACCOUNT NO: 000		
HUMBOLDT SANITATION COMPANY			ACCOUNT SUFFIX:		01
P O BOX 2812			CURR ACCT CLASS:		GOOD FOR 7
MCKINLEYVILLE CA 95521			PRIOR ACCT CLASS:		GOOD FOR 6
FIRST INVOICE			SECOND INVOICE		THIRD INVOICE
BATCH/SEQUENCE:	000000000/000		000000000/000		000000000/00
SCHED. NO:	Z57206		Z57176		REPROCESS Z57094
PERIOD OF SVC:	06/30/97		05/31/97		11/30/96
DUE DATE:	07/30/97		06/30/97		04/02/97
PAY STATUS:	IN PROCESS Z57206		06/24/97		04/03/97
NET AMOUNT:	\$256.13		\$122.15		\$122.15
PAY AMOUNT:	\$133.98		\$122.15		\$122.15
	TRASH AMT	\$132.15	TRASH AMT	\$122.15	TRASH AMT \$122.15
	PENALTY	\$1.83			
	ARREAR NON	\$122.15			
CLEAR=EXIT, PF1=SERVICE/VENDOR, PF8=NEXT, PF10=ACCOUNTING, ENTER=INQUIRE					

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(reserved)

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